

**Missouri State Library
Office of the Secretary of State**

**Library Services and Technology Act
Federal Grant Program**

2010

**Show Me Steps to
Career Development
Grant Application**

Mail completed application forms to:

Sarah Easley, Continuing Education Consultant
Show Me Steps Grant Application
Missouri State Library
600 West Main Street, PO Box 387
Jefferson City, MO 65102-0387

**MISSOURI STATE LIBRARY
SHOW ME STEPS TO CAREER DEVELOPMENT
Grant Program Information and Application Form
2010**

Grant Program Description

Show Me Steps to Career Development is a continuing education (CE) program for Missouri library personnel available through the Library Services and Technology Act (LSTA). Through this program, the Missouri State Library will provide financial assistance for library staff participation in continuing education and training opportunities when local funds cannot finance the entire cost.

The goal of this program is to enhance the knowledge and skill level of those who offer or support library services with an end result of improved library services and/or outreach to the citizens of Missouri.

Applications may be submitted to the State Library at any time throughout the year, but must be received at least 6 weeks before the CE activity begins.

Eligible Activities

Significant library-related continuing education or training opportunities eligible for this program include (but are not limited to):

- Regional, state, and national workshops, pre-conferences, conferences, seminars or other development programs offered by professional associations or other appropriate public or non-profit entities.
- Web-based instructional courses, either synchronous or asynchronous. *NOTE: Web-based CE must be non-credit and completed within six months of award.*
- Technical or special training sessions offered by non-profit providers appropriate to the operational or service needs of the applicant's library. *NOTE: Training provided by commercial, for-profit vendors is generally ineligible.*
- Single community college courses having direct application to the improvement of the applicant library's operations or service. *NOTE: Academic course work toward an undergraduate or graduate degree, on or off campus, is not eligible.*
- The continuing education activity must either be in-state, within the 48 contiguous states of the United States, or Canada. Other international conferences will be considered on a case-by-case basis.

NOTE: The State Library receives funds for this program through the Library Services and Technology Act (LSTA) as administered by the Institute for Museum and Library Services (IMLS). IMLS does not allow the State Library to use LSTA funds in support of library management activities including leadership development, staff management, fundraising, advocacy, general marketing, or library design and construction. Training events with these themes will be considered INELIGIBLE for funding.

Eligibility

- Eligible participants are staff members of public libraries certified to receive State Aid.
NOTE: To be eligible, a library staff member must have been permanent full or part-time staff for at least six months.
- Other eligible participants are school libraries, academic libraries, special libraries, or library consortia as defined in the *Missouri State Library LSTA Grant Application Guidelines, FY2008 to 2012*: http://www.sos.mo.gov/library/development/grants/LSTA_Grant-Application-Guidelines.pdf. See the section labeled “Definitions.”
- The prospective CE participant must be accorded release time by the library or administrative unit without loss of salary or personal leave time.
- Previous recipients cannot apply two consecutive times to attend the same continuing education event.
- Preference will be shown to first-time participants and/or those whose attendance at the desired educational activity addresses a documented need of the library.
- The number of staff from a single institution may be limited to encourage a fair and wide representation of the library community. Libraries receiving a number of individual stipend awards, or individuals who have used a stipend award within the last 12 months will receive lower priority with successive grant application submissions.
- On occasion, and in cases of determined statewide need, the State Library may solicit a library to send a staff member to an educational activity having special requirements such as position, service tenure, educational level, etc. In these cases the State Librarian may choose to modify the application procedure and/or match requirement.

Application Procedure

1. Select a continuing education activity and determine if it is eligible under this program.
2. Decide who will participate in the activity; determine their eligibility under this program.
3. Estimate the costs involved in the activity; provide documentation for all cost estimates.
4. Gain approval for participation from your library or parent agency. Secure approval for release time from the job in order to participate in the activity.
5. Complete the application form; obtain all required signatures and initials; be sure all applicable blanks are filled in and the parent agency’s administration understands the requirements of this grant, the local matching funds required, and the reimbursement method.
6. Each participant must complete the application in his or her own words. Do **NOT** use multiple copies of the same application for different participants. **Each applicant is to have their own individual, unique application**, even if applications are being submitted from the same library unit for the same training event. This is to better gauge the learning benefit for each applicant and fairly distribute award funds.
7. Submit the application **no earlier than 4 months and no later than 6 weeks** before the selected CE activity.

Available Grant Funds

Appropriate costs must meet or exceed a minimum total of \$500 and not exceed a maximum total of \$2,999.

Local Match Funds

The State Library determines the amount of local matching funds required. The local minimum match is 25%, but a larger match may be required. This requirement may be determined by a combination of factors such as, but not limited to, (1) library budget, staff size, and/or financial need, (2) the total estimated average cost of activity attendance, (3) the number of applicants from the same library applying to attend the same activity, and (4) the number of applicants from different libraries requesting to attend the same activity.

Allowable and Unallowable Costs

Allowable costs include, but are not limited to:

- Registration fees
- Transportation by air, bus, train
- Motor vehicle mileage
- Lodging
- Meals
- Miscellaneous travel (e.g., taxi or shuttle fare from the airport or bus/train station to the hotel and/or CE activity site)
- Supplemental materials required for CE activity. Attach documentation verifying necessity of materials.
- Other program-related costs, including substitute staff or disability accommodation, such as a sign language interpreter or assistance for the visually impaired.

NOTE: All budgeted costs must be deemed reasonable by the State Library. Travel costs generally must be within the Missouri State Per Diem Rate for in-state travel:

FY10 Rate	Columbia	Jefferson City	Kansas City	Springfield	St. Louis	St. Robert	Other
Breakfast	5	5	7	5	9	5	5
Lunch	9	9	11	9	14	9	9
Dinner	16	16	22	16	27	16	16
Incidentals	3	3	3	3	3	3	3
Lodging	82	78	107	78	110	74	70
Kansas City includes Jackson, Clay, Cass, and Platte counties and contiguous Kansas counties. St. Louis includes St. Louis City and St. Louis and St. Charles counties. The rates for St. Louis apply to Crawford, Franklin, Jefferson, Lincoln, Warren, and Washington counties.							

Approved CONUS rates for out-of-state travel may found in the General Grant Application Guidelines. Lodging rates may be found at: www.qsa.gov/perdiem.

Unallowable costs include, but are not limited to:

- Late registration fees
- Hotel room service fees
- Charges for academic course credit
- Personal entertainment activities
- Transportation charges for sightseeing, shopping, etc.
- Internet connectivity or computer upgrades to hardware or software for the purpose of participating in Web-based instruction

Reporting Requirements and Grant Monitoring

A follow-up final report by the participant is **required no later than 30 days after the last day of the CE activity.** This two-part report will include (1) a financial section and (2) a narrative section. Report forms will be supplied by the State Library.

The evaluative report, with requested revisions if necessary, may or may not be subsequently printed in one of the State Library's publications.

If appropriate, the CE participant may be asked to share his/her experience or expertise in a speaking or workshop environment.

According to Federal Regulations 45CFR1183.40, revised October 1, 2004, *"grantees are responsible for managing the day-to-day operations of grant and subgrant supported activities. Grantees must monitor grant and subgrant supported activities to assure compliance with applicable Federal requirements and that performance goals are being achieved. Grantee monitoring must cover each program, function, or activity."* In an effort to comply with the Federal Regulations, Missouri State Library staff will monitor and report program performance on awarded LSTA grants. This will be accomplished by site visits, interim reports, or phone calls. For this grant, the final report will serve to show program performance.

How are grant payments made?

- Awards are made to and administered by the library/administrative unit of employment.
- Award funds are forwarded to the library or administrative unit which shall in turn reimburse the CE participant for any out-of-pocket expenses as listed on the grant application. Reimbursement to the CE participant shall be from federal grant funds and matching local funds at the percentage described in the award.
- Payment will be forwarded upon submission of the final report, receipts, photocopies of canceled checks, and/or meal diary, as appropriate.
- Payment by the State Library is generally made within 6 weeks after submission of appropriate receipts.
- If extenuating or mitigating circumstances require a CE participant to withdraw from the activity, the State Library will consider, on a case-by-case basis, payment of obligated, non-refundable fees and charges as detailed within the accepted budget.

Application Review Process

- To be eligible for review, applications must be received at least six (6) weeks prior to the initial day of the desired program.
- Only **COMPLETE** applications from eligible libraries will be reviewed.
- Eligible applications will be reviewed and evaluated by State Library staff. Awards will be determined within the State Library and the Secretary of State's Office.
- The State Library will notify each applicant library/administrative unit of award approval or denial.
- The State Library is to be notified as soon as possible if an awarded CE participant is unable to attend the selected activity.

When and where do I apply?

Applications may be submitted to the State Library at any time throughout the year, but must be received **at least 6 weeks** before the CE activity begins.

**MISSOURI STATE LIBRARY
SHOW ME STEPS TO CAREER DEVELOPMENT
2010 APPLICATION FORM**

Project Number : _____
[State Library Use Only]

This sheet must be the first page of your application. Please type.

PLEASE NOTE: Each applicant is to have their own individual, unique application, even if applications are being submitted from the same library unit for the same training event.
Do **NOT** use multiple copies of the same application for different participants.

A. Library Contact Information

Name of Library		
Address		
City	County	Zip Code
Phone Number		
Fax Number		
Federal Tax I.D. or Missouri Vendor Number, if different:		
Library Director Name		
Library Director E-Mail		

B. Participant Data

CE Participant Name		
Participant E-Mail		
Participant Phone		
Current Job Title/Position		
Nature of Work		
Date Hired	Permanant Position (Y/N)	Hours Worked per Week
NOTE: All applicants must be permanent full- or part-time staff member for at least 6 months prior to the date of the requested activity.		

C. Continuing Education Data

CE Activity
CE Activity Date(s)
CE Activity Location

Please provide a concise description of the CE event and the knowledge you hope to gain.
LSTA Funds Requested
\$
Local Match
\$

D. Library Budget and Statistics

ALL Libraries:

What is your total library budget?
\$
What is the size/number of your staff in paid full-time equivalent?
Is continuing education, training or professional development a budgeted item? (Y/N)
If so, what is the budgeted annual amount?
\$

Public Libraries ONLY:

Total population of library's legal service area
Number of branches (excluding administrative headquarters)
Estimated per capita income (total income divided by service area):
\$

School Libraries ONLY:

Name of School District	
Address of School District Administration Office	
School District Administration or Business Office Phone Number	
Total District Income	Total District Student Population
\$	
District Expenditures Per Student	Tax Levy Rate
\$	\$

School Libraries CONTINUED:

Assessed Valuation
\$
% of Students Who Receive Free Lunches in District (See http://dese.mo.gov/schooldata , <i>School and Data Statistics, Student Demographics</i>)
Median Household Income (See http://mcdc2.missouri.edu/websas/dp3_2kmenus/mo/School.html)
\$

Academic Libraries ONLY:

Total student population
Total faculty population

Questions? Please contact Continuing Education Consultant Sarah Easley
at sarah.easley@sos.mo.gov or 800-325-0131, ext. 16

E. Program Narrative

Attach a copy of your program brochure and/or program agenda with your submitted application form. Indicate sessions to be attended if applicable. The brochure should identify the provider/sponsor of the program. Narrative should be typed, single-sided, and double-spaced on plain paper with no more than three pages. Attach narrative to the back of the application.

Please respond to the following items:

1. LSTA Justification:

- a) Identify **and** explain how this continuing education event addresses at least one LSTA priority and one Missouri State Library LSTA Five Year Plan Goal, 2008-2012. It is **critical** that you explain how your participation in this event will directly impact your library's service in relation to these priorities and goals.

You will find the LSTA priorities and MOSL goals under the General Grant Application Guidelines at: http://www.sos.mo.gov/library/development/grants/LSTA_Grant-Application-Guidelines.pdf

2. Library Service Benefit of Training:

- a) What aspects of this program are particularly relevant to your job responsibilities and professional development or your role as library staff?
- b) What are your learning objectives for this activity?
- c) How will your participation in this activity benefit your library's customers?
- d) How will you share and/or implement your acquired information and/or experience within your library and beyond?

3. Other Training Information:

- a) Why have you selected this particular type of training format?
- b) Indicate whether you have received a Show Me Steps grant within the last 12 months. If so, please list educational activities, dates of attendance and award amounts.
- c) Indicate if you have **ever** received a Show Me Steps grant in the past. If so, are you applying to attend an event for which you have received grant funding before? Also explain how your participation in previously funded events impacted library service at your institution.
- d) For attendance at a state, regional, national library association conference, or specialized pre-conference, please indicate if you have previously attended this activity and indicate the dates or range of years attended.

<p>Questions? Please contact Continuing Education Consultant Sarah Easley at sarah.easley@sos.mo.gov or 800-325-0131, ext. 16</p>

F. Budget Worksheet

Estimate the appropriate costs as accurately as possible. **Round off amounts to the nearest whole dollar and include documentation supporting your cost estimations.** Please indicate and specify the source if funds are drawn from other than the library or administrative unit budget. A minimum local match of 25% is required. Please note that the final award may require more than the minimum. The State Library may request budget clarification. Calculate the following budget request at 25% local funding. **NOTE:** Not all of the categories listed below will be applicable for each grant.

C. E. Participant:					
Library Name:					
Category	Item Description	Itemized Cost Estimate (round to the nearest dollar)	Local Funds = Cost Estimate x 25% minimum	LSTA Funds = Cost Estimate x 75% maximum	Total Cost
Continuing Education for Individual Staff Member (i.e. registration fees)					
		Subtotal	\$	\$	\$
Personnel – Salary & Fringe Benefits		<i>Hours x pay rate</i>			
		Subtotal	\$	\$	\$
Travel- (i.e. airfare, mileage, lodging, meals, shuttle or taxi fares, etc.)		<i>Miles x \$0.37</i> <i>Nights x rate</i> <i>Meals</i> <i>Shuttle/Taxi</i>			
		Subtotal	\$	\$	\$
Supplies					
		Subtotal	\$	\$	\$
Contractual Services					
		Subtotal	\$	\$	\$
Other (Please specify)					
		Subtotal			
Total Costs			\$	\$	\$

G. Budget Narrative

The Budget Narrative is a clearly defined breakdown of all costs mentioned on the grants budget page. Explain, in narrative form, how these estimates were obtained. **Please include documentation supporting your cost estimations.**

Requests for staff costs must include justification for additional staff hours, the rate at which staff will be paid, and the total number of hours staff will work. Provide explanations for both federal and local funds.

All costs must be deemed reasonable and allowable by the State Library in order to be fully funded. Travel costs in-state must be within the Missouri State Per Diem Rate. An exception will be made if you are staying at the conference hotel and cost is at the conference rate which is higher than the Missouri State Per Diem Rate. Out of state travel costs generally must be within the Domestic Per Diem Rates Guidelines (CONUS) established by the United States General Services Administration:
www.gsa.gov/perdiem.

Libraries awarded funds will have the authority to move up to \$75.00 between line items within their final proposed budgets. Shifts over \$75 require State Library approval.

<p>Questions? Please contact Continuing Education Consultant Sarah Easley at sarah.easley@sos.mo.gov or 800-325-0131, ext. 16</p>

H. Certification and Signatures

Signatures are **required** on the grant application and the following three certification forms:

- 1) Certification and Signatures for Grant Application
- 2) Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements
- 3) Assurances – Non-Construction

I understand the guidelines and have fully completed the continuing education application as accurately as possible. Request for payment will be submitted in a timely manner with appropriate documentation. It is agreed that the CE recipient will submit a written evaluative report to the State Library 30 days after the final day of the activity and otherwise share their gained experience or expertise with the library community upon the State Library's request.

We are aware of, and agree to comply with, all state and federal provisions and assurances required under this grant program. If awarded grant funds, we assure that we will carry out the grant project according to the approved grant proposal. The CE Participant will be afforded leave time to complete the CE activity with no impact on personal or annual leave. This application has been authorized by the appropriate authorities of the applying library. By signing this application form, the Library Board/School Board acknowledges compliance with and agreement to all eligibility requirements.

CE Participant (blue ink)

Date

Library or Administrative Unit Director (blue ink)

Date

Public Libraries- Library Board President (blue ink)

Date

School Libraries- Principal or Superintendent (blue ink)

Date

Mail completed application to:

Sarah Easley, Continuing Education Consultant
Show Me Steps Grant Application
Missouri State Library
600 West Main Street, PO Box 387
Jefferson City, MO 65102-0387



These grants are made available through funds from the Library Services and Technology Act appropriated by Congress and administered by the Institute of Museum and Library Services and the Missouri Secretary of State.

Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements

Applicants should refer to the regulations cited below to determine the certification to which they are required to attest. Applicants should also review the instructions for certification included in the regulations before completing this form. Signature of this form provides for compliance with the certification requirements under 45 CFR 1185. Further information may be obtained by contacting the Library Development Division of the Missouri State Library.

1. Lobbying

As required by Section 1352, Title 31, of the U.S. Code, and implemented at 34 CFR Part 82, for persons entering into a grant or cooperative agreement over \$100,000 as defined at 34 CFR Part 82.105 and 82.110, the applicant certifies that:

(a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement;

(b) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions;

(c) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subgrants, contracts under grants and cooperative agreements, and subcontracts) and that all subrecipients shall certify and disclose accordingly.

2. Debarment, Suspension, and Other Responsibility Matters

As required by Executive Order 12549, Debarment and Suspension, and implemented at 34 CFR Part 85, for prospective participants in primary covered transactions, as defined at 34 CFR Part 85, Sections 85.105 and 85.110-

A. The applicant certifies that it and its principals:

(a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;

(b) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

(c) Are not presently indicted for or otherwise criminally or civilly charged by a Government entity (Federal, State, or local) with commission of any offenses enumerated in paragraph (I)(b) of this certification; and

B. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

3. Drug Free Workplace (Grantees Other Than Individuals)

As required by the Drug-Free Workplace Act of 1988, and implemented at 34 CFR Part 85, Subpart F, for grantees, as defined at 34 CFR Part 85, Section 85.605 and 85.610-

A. The applicant certifies that it will or will continue to provide a drug-free workplace by:

(a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;

(b) Establishing an ongoing drug-free awareness program to inform employees about--

(1) The dangers of drug abuse in the workplace;

(2) The grantee's policy of maintaining a drug-free workplace;

(3) Any available drug counseling, rehabilitation, and employee assistance programs; and

- (4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
- (c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);
- (d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will--
- (1) Abide by the terms of the statement; and
- (2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;
- (e) Notifying the agency, in writing, within 10 calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to: Missouri State Library, Library Development Division, 600 West Main Street, P.O. Box 387, Jefferson City, Missouri 65102-0387. Notice shall include the identification number(s) of each affected grant;
- (f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted--
- (1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
- (2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;
- (g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).
- B. The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:
- Place of Performance (Street address, city, county, state, zip code)

Check [] if there are workplaces on file that are not identified here.

Drug-Free Workplace (Grantees Who Are Individuals)

As required by the Drug-Free Workplace Act of 1988, and implemented at 34 CFR Part 85, Subpart F, for grantees, as defined at 34 CFR Part 85, Sections 85.605 and 85.610--

A. As a condition of the grant, I certify that I will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant; and

B. If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, I will report the conviction, in writing, within 10 calendar days of the conviction, to: Missouri State Library, Library Development Division, 600 West Main Street, P.O. Box 387, Jefferson City, Missouri 65102-0387. Notice shall include the identification number(s) of each affected grant.

As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the above certifications.

Name of Applicant

Project Number and/or Project Name

Printed Name and Title of Authorized Representative

Signature

Date
8/00

ASSURANCES - NON-CONSTRUCTION PROGRAMS

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0040), Washington, DC 20503.

PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.

NOTE: Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the awarding agency. Further, certain Federal awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant, I certify that the applicant:

1. Has the legal authority to apply for Federal assistance and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project cost) to ensure proper planning, management and completion of the project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
4. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
5. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-4763) relating to prescribed standards for merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
6. Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290 dd-3 and 290 ee 3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and, (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.
7. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
8. Will comply, as applicable, with provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.

9. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§276a to 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327-333), regarding labor standards for federally-assisted construction subagreements.
10. Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
11. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and, (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).
12. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
13. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§469a-1 et seq.).
14. Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.
15. Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. §§2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.
16. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
17. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."
18. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing this program.

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL	TITLE
APPLICANT ORGANIZATION	DATE SUBMITTED

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